

REQUIREMENT FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 556PAGE  
NO. 1

1. Requesting Agency

DEPARTMENT OF ECONOMIC &amp; COMMUNITY DEVELOPMENT

2. Division or Bureau of Requesting Agency

Division of Economic Development

Office of Federal and Field Liaison

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1

## GENERAL FILE

Size: Legal  
Dates: c. 1968  
Quantity: 4 legal file drawers active; 2 transfiles inactive  
File Arrangement: Alphabetical by subject or title

The General File is composed of correspondence, studies and reports printed, manuscript and holograph; one file drawer contains material on airports.

Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.

RECOMMENDATION: RETAIN INACTIVE STATUS FOR THREE YEARS AND REMOVE TO INACTIVE STATUS FOR AN ADDITIONAL THREE YEARS, THEN DESTROY.

2

## APPALACHIAN REGIONAL COMMISSION FILE (ARC)

Size: Legal  
Dates: 1965 --  
Quantity: 1 legal file drawer  
File Arrangement: Alphabetical by subject

The Appalachian Regional Commission file contains records pertaining to membership in the ARC. It includes minutes of the meetings of the

7. Agency, Division or Bureau Representative

Signature

Title

Date

Records Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

Date

Archivist

Date

Secretary

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Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>ARC which are permanent records and are subject to Recommendation "A" below.</p> <p>The file also contains correspondence and papers connected with the operation of the office and liaison with the Commission.</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to Recommendation "B" below.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN MINUTES OF THE ARC PERMANENTLY</p> <p>B. RETAIN WHILE ACTIVE THEN REMOVE TO INACTIVE STATUS AND RETAIN FOR THREE ADDITIONAL YEARS, THEN DESTROY</p>	
3	<p>APPALACHIA</p> <p>Size: Legal and letter Dates: 1965 -- Quantity: 5 legal file drawers; 3 transfiles File Arrangement: Alphabetical by name or subject</p> <p>The Appalachia file is a general file on subjects related to the program of the Appalachian Regional Development Act of 1965 as amended. It includes program information about Maryland projects funded with federal funds. Also included are related studies and reports.</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4	<p>TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND</p> <p>Size: Legal and letter Dates: 1969 -- Quantity: 1 legal file drawer File Arrangement: Alphabetical by name or subject</p> <p>This file contains copies of the Minutes of the Council (Recommendation "A" below) correspondence, studies and reports (Recommendation "B" below).</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN MINUTES PERMANENTLY</p> <p>B. RETAIN FOR THREE YEARS, THEN DESTROY</p>	
5	<p>DELMARVA ADVISORY COUNCIL</p> <p>Size: Legal and letter Dates: 1968 -- Quantity: 1 legal file drawer File Arrangement: Alphabetical by subject</p> <p>This file is composed of copies of Minutes of the Council, reports, studies and correspondence.</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY</p>	

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6	GOVERNOR'S SCIENCE RESOURCES ADVISORY BOARD FILE (GSRAB)	
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	<p>Size: Legal and letter Dates: c. 1963 -- Quantity: 2 legal file drawers File Arrangement: Alphabetical by subject</p>	
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The GSRAB File is devoted entirely to the Governor's Science Research Advisory Board with it's own alphabetical arrangement from A to Z. Following is a listing of the various subjects covered in this file:

GSRAB AND GSRAB-RELATED

Activities Reports

Ad Hoc Committee on Programs and Policy (GSRAB) 1970

Correspondence (GSRAB) 1970

Ecology

Economic Indicators - Maryland

Education Committee (GSRAB)

Energy Committee (GSRAB)

Environmental Quality Committee (GSRAB)

European Industry Trade Tour

Finances (GSRAB)

Governor's Conference on Chesapeake Bay 1968

Governor's Conference on National Oceanographic Program 1964

Governor's Council on Science and Technology in Society

Junior Science and Humanities Symposium MAS - 1970

Legislation (GSRAB)

Life Sciences Conference

Maryland Academy of Sciences

Maryland - R & D Country

Membership Correspondence (GSRAB) 1970

Membership Lists (GSRAB)

Memorandums (GSRAB) 1970

Minutes and Agendas (GSRAB)

Miscellaneous

National Academy of Sciences

National Science Foundation

News Releases and Clips

NSIA/Ocean Science and Technology Advisory Committee

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6	<p>Oceanography OEO (Office of Economic Opportunity)</p> <p>Pennsylvania Science Advisory Committee (P-SAC) Policy and History (GSRAB) Pollution Control - Environment Projects - Possible (GSRAB) Publications - Miscellaneous</p> <p>Reports to Governor from GSRAB Chairman Resumes of Members - (GSRAB)</p> <p>Southern Interstate Nuclear Board - SINB Speeches (GSRAB) State Planning - Department of State Technical Services Act Program</p> <p>Transportation</p> <p>Governor's Task Force on Nuclear Power Plants: Correspondence - General 1970 Correspondence - General 1969 Correspondence - Seliger Correspondence - Responses to Dr. Eaton's Letter</p> <p>Finances</p> <p>Minutes, Notices, and Agendas</p> <p>News Releases</p> <p>Resumes of Members and Consultants</p> <p>Speeches</p> <p>Drafts of Minutes, Notices and Agendas</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY</p>	